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Carol M. Palmore
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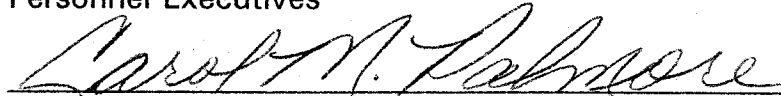
January 15, 2002

MEMORANDUM

PERSONNEL MEMO 02 - 02

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

**SUBJECT: Effective Date of Amendments to Regulations
101 KAR 2:034 & 101 KAR 2:102**

On January 14, 2002, amendments governing compensation and leave for the classified (merit) service went into effect. The essential features of the new amendments are:

101 KAR 2:034

1. Clarifies the maximum salary that may be offered to former employees of the Executive Branch of state government who reenter state service. The amendment permits such an employee to be hired at a salary that does not exceed the midpoint of the salary schedule plus the difference, in dollars, between the entry level salary and the midpoint.
2. Provides that an employee who did not receive a salary reduction of 5% per grade upon demotion will not receive a salary increase upon promotion until he or she passes the pay grade from which originally demoted.
3. Permits former unclassified (non-merit) employees with prior classified (merit) service to receive credit for both the prior classified and unclassified service in determining salary.



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101 KAR 2:102

1. Gives an employee who qualifies for Family and Medical Leave the option of using the twelve weeks of eligibility immediately upon application or waiting until paid leave has been exhausted.
2. Authorizes agencies to require an employee with more than 200 hours of compensatory leave to take time off in order to reduce the compensatory leave balance below 200 hours.

The Personnel Cabinet will be offering a training session on these changes within the next few weeks. Personnel Administrators will be notified of the time and date of the training session.

The full text of these administrative regulations may be found on the Personnel Cabinet's website at www.state.ky.us/agencies/personnel/pershome.htm.

Questions concerning these matters may be addressed to Daniel F. Egbers, General Counsel at (502) 564-4460 or to Jackie Shrout, Director, Division of Employee Records at (502) 564-6464.

CMP/lw